CopyArt


        CopyArt is an excellent word processing program.
The commands are very similar to those of Scripsit.
The control key (@) is the same for both.  While
Scripsit's format command is the less than sign, CopyArt
uses CONTROL "O" (@ + O).

        The following is a reprint of CopyArt's HELP MENU
and corresponding descriptions.  The menu is callable from
anywhere within the program by simply depressing the
CONTROL and "H" keys simultaneously.


..........................................................
1.   Append   .14. DOS CMDS   .27. Kill files .40. PRT Scrn
2.   Blocks   .15. Emphasize  .28. Linefeed   .41. Remarks
3.   Boldface .16. End Page   .29. LOAD files .42. SAVE fls
4.   CAP lock .17. End        .30. MailMerge  .43. Scrn Wdth
5.   Centring .18. Find/Replc .31. Mailist    .44. Shift 0
6.   Chaining .19. Flush rght .32. Margins    .45. Szs char
7.   <CLEAR>  .20. Footers    .33. Math func  .46. Sorting
8.   AUX EDIT .21. Grx Char   .34. Page #'s   .47. Status
9.   Codes    .22. Grx Draw   .35. PRINT      .48. Tabs
10.  Columns  .23. Headers    .36. PRT copies .49. Undrln
11.  CrashFix .24. Hyphenate  .37. PRT pause  .
12.  Cursor   .25. Insert     .38. PRT part   .
13.  Delete   .26. Justify    .39. PRT Supress.
..........................................................


APPEND -

Use one of these commands:

     1. GET FILE "<BREAK> & "G" will insert or append small
files at the cursor position.
     2. CHAINING command for larger files (see CHAINING).

BLOCK MOVE -

     * 1. CONTROL B loads line(s) into buffer.
     * 2. CONTROL U unloads the whole buffer at the cursor.
     * 3. CONTROL F unloads one line.
       4. CONTROL Q deletes the buffer.

     * Be sure the cursor is at the start of the line.

BOLDFACING -

     To boldface (darken) a character, word or paragraph:

       1. Position the cursor at the 1st character where
          boldfacing is to start and press CONTROL "Z".
       2. Position the cursor past the last character
          to be boldfaced and press CONTROL "Z" again.

CAPS LOCK -

    To put the keyboard into capital letter lock, use
the CONTROL & <SHIFT> keys simultaneously.  CopyArt will
will display U/C (uppercase) in the lower right hand
corner of the screen when CAPS locked.  It will display
L/C when unlocked.

CENTERING -

    The center text command is: CN=Y.

                    * REMEMBER *

    1. Set left and right margins correctly.
    2. Turn it off with CN=N when finished centering.
    3. Don't center when justifying.  Do JU=N first.

CHAINING FILES -

    To chain files:

    1. Use the print format command (CONTROL "O").
    2. Follow the "Filename/EXT.PASSWORD:Drive#" format
       in quotes.
    3. Only one filename per line.

EXAMPLE:
                @"FILE1"
                @"FILE2:1"
                @"FILE3/COP.PASSWORD:2"

    Do print command to chain.

CLEAR KEY -

The CopyArt <CLEAR> key pulls words and sentences together
within a paragraph.  All extra spaces will be deleted.

WARNING:  Do not use the <CLEAR> key with:

                1. Graphics
                2. Tabbed text.
                3. Formatted text.

AUXILIARY EDITOR -

    CopyArt consists of two programs:

                1. Main EDIT program
                2. Auxiliary Editor

    To do Sorting, Graphics or Math you must execute the
auxiliary program.  To do this use <BREAK> "A".  The
command <BREAK> "E" returns to the main program.

PRINT CONTROL CODES -

     Special codes or characters may be inserted in the
text.

          1. Put the cursor where the control code is to be
             inserted.
          2. Press CONTROL "C".

          Example:  To insert the "@" sign, use code 64.  Do
                    not use the following reserved codes:  92,
                    93, 94 and 127.

COLUMNS -

          1. CL      =   number of columns (6 maximum).
          2. Set RM  =   width of column.
          3. Set LM  =   spaces between columns.
          4. JU      =   Y (to shrink wide screens).
          5. RM      =   RM + LM in non-justify mode.
          6. Must be 11 grans free per column on drive 1.

SYSTEM CRASH RECOVERY -

     Should your system ever go bonkers, there is a good
chance it can be recovered (as long as power was not off
too long).

          DO THIS:

               1. Press RESET
               2. Type CAD from DOS READY
               3. Type "C"
               4. Reset screen width, if needed.

CURSOR CONTROL -

Right = Right Arrow      Beginning of text = SHIFT up arrow
Left  = Left  Arrow      Bottom of text    = SHIFT down arrow
Down  = Down  Arrow      Beginning of line = SHIFT left arrow
Up    = Up    Arrow      End of line       = SHIFT rght arrow

               <BREAK> "T" to set speed of cursor.

DELETE -

          Characters  ----> CONTROL "D"
          Words       ----> CONTROL "D" and "W"
          Lines       ----> CONTROL "D" and "L"
          Lines quick ----> CONTROL "D" and "Q"
          Past cursor ----> CONTROL "D" and "A"


DOS COMMANDS -

          1. To get a DIRectory or FREE from CopyArt, press
             <BREAK> "D".

```
        2. To KILL a file, use <BREAK> "K".
        3. To SAVE a file, use <BREAK> "S".
        4. To LOAD a file, use <BREAK> "L".  (Use ",S" after
           filenames to load regular !/Scripsit!? files.)
```

EMPHASIZE -

     Emphasize commands allow you to double strike or
quadruple strike text for darker printouts.

```
   SE=Y --->  Turns on Single Emphasize  <--- SE=N (off)
   DE=Y --->  Turns on Double Emphasize  <--- DE=N (off)
```

     SE must be on before DE will work, and Emphasize is
limited when using the column format.

PAGE END -

     To force CopyArt to end a page and begin printing on
the next, press the <SHIFT> and <ENTER> keys simultaneously
(This command will end a column and begin a new one if the
COLUMNS command is engaged.)

FIND/REPLACE -

```
     FIND:    <BREAK> & "F" - word to find.
     REPLACE: <BREAK> & "F" - <SHIFT> 0 - word to replace -
              <SHIFT> 0 - how many.
        Example:  Smyth*Smith*99
     WILDCARD: T##T is the same as TEST, THAT, etc.
```

FLUSH RIGHT -

     Sometimes it is important to put the text to the far
right margin, such as the date on a letter.  Use the FR=Y
command.

                    * REMEMBER *

```
        1. Do FR=N when done.
        2. Do not center at the same time.
        3. Do not justify at the same time.
```

FOOTERS -

     Footers are items of text that you want to appear on
the bottom margin of every page.  The example below does
centered page numbering.

```
        Example:  @FT=1 CN=Y LM=0 RM=80
                  Page #
```

GRAPHIC LETTERS -

     If, in the main EDIT program, go to AUXILIARY EDIT and
press <BREAK> "G".  Type in the text you want and then
answer the questions as to Height, Width, Direction and

Reverse.

```
H (1-20)    Height        negative number does italics
W (1-20)    Width
D (0/1)     Direction     0 = across      1 = down
R (0/1)     Reverse       0 = regular     1 = reverse
```

DRAWING GRAPHICS -

From the AUXILIARY EDITOR program, press CONTROL "G"
and use the arrows to move the drawing point.

```
E = Erase                 B = Square
D = Draw                  C = Circle
M = Move              1 - 6 = Timing
S = Set point             W = Fill
P = Plot            <CLEAR> = Fix mistakes
   <SHIFT> arrows = Move half/screen
```

HEADERS -

Headers consist of text that appears at the TOP MARGIN
of every page.  The header command is: HD = (0-10).  Header
formats do not affect regular text.

```
Example:  0   @HD=3 LM=10 RM=80
          1   CHAPTER 12
          2   The Battle with my Computer
          3   PAGE #
```

HYPHENATION -

CopyArt permits hyphenation during print time only when
using the justify modes.  The command to hyphenate is HP=Y.
The words are displayed and the arrow keys are used to
position the hyphen.  The <ENTER> key places it, while the
<CLEAR> key aborts the current word and causes the next to
appear.

INSERT -

```
CONTROL "I"        --->  single characters
CONTROL "I" + "W"  --->  words
CONTROL "I" + "L"  --->  lines
```

Auto key repeat works in single character insert.
CopyArt will move the next line down automatically when
inserting characters past the end of line.

JUSTIFY -

Justify instructs CopyArt to fit text within the
margins you set regardless of the screen width.

```
JU=Y     Adds spaces to make the margins even.
JU=R     Fill the margin with words.
JU=N     Justify OFF.
```

KILL FILES -

    It is sometimes necessary to kill files in order to
free space on a diskette.  The command is:  <BREAK> "K"
filename.

LINE FEED -

    CopyArt requires the suppression of printer generated
automatic linefeeds after carriage returns, as it generates
its own.  Linefeeds may be turned off or on by the LF=N or
LF=Y commands, respectively.  Caution is in order here,
however, as the LF=N command may cause the page length to
be incorrect.

LOADING FILES -

    The following command will load a file:  <BREAK> "L"
filename.
    CopyArt can load most ASCII files (e.g. BASIC programs
saved with the ",A" option).  To load Scripsit files, type
the filename followed by ",S".

MAILMERGE -

    The mailist data diskette MUST be in drive one.  The
mailmerge command is:  MM=Y.  Insert the following codes at
the appropriate places:

            >M  Mr. or Ms.        >C  City
            >F  First name        >S  State
            >L  Last name         >Z  Zip
            >B  Business name      >Y  Your code
            >A  Address

MARGINS -

    Margins set the area on a page where the text is to be
placed.

     LM = Left Margin (0)      RM = Right Margin (80)
     TM = Top Margin  (6)      BM = Bottom Margin (60)
     PL = Page Length (66)     () = default values

           Example:  @LM=5 RM=75 TM=0 BM=55

MATH -

    AUXILIARY EDITOR:  Put the cursor at the place marked
<C>, and press <BREAK> "M" (the default is ADD).

   Columns           Rows      Example:
   +       ADD        A         <C>   3 M 12 = 36
   -       SUBTRACT   S               * 4.55
   *       MULTIPLY   M               = 163.8
   /       DIVIDE     D               / 22.65 * 12 = 271.8

```
     =        TOTAL                    = 0.602649
```

PAGE NUMBERING -

     Page numbering is done within HEADERS or FOOTERS.  The
"#" sign places a page number within a HEADER or FOOTER.  To
set the page number, type:  PG=(0-65535)

PRINTING -

     To print the complete document in memory, press <BREAK>
"P".  The <BREAK> "C" command prints from the cursor posi-
tion to the end of the document.  Pressing <BREAK> will
abort printing.

MULTIPLE COPIES -

     To print more than one copy of a document, use the
Repeat Printing command, RP=(0-65535), on the first line
of the text.

PAUSE BETWEEN PAGES -

     To allow printing on stationery or single sheet paper,
use the PP=Y command.  This instructs CopyArt to halt at
the end of a page to let you insert another sheet.  Press
<ENTER> after inserting the sheet.

PARTIAL PRINTING -

     To print only part of a document, position the cursor
at the place where printing is to begin and press <BREAK>
"C".  It is best to start printing after a page feed marker.

PRINT SUPPRESSION -

     If you want to see where page feeds are without wasting
paper, you can use the PT=N command.  This turns off print-
ing but shows the text on the screen.  PT=Y turns printing
back on.

PRINT SCREEN -

     To dump the contents of the screen to the printer,
press CONTROL "V".

REMARK STATEMENTS -

     To put remarks in the text that will not be printed,
use an ";" after the print format command.  Handy for remem-
bering:

                    @; Form letter to lawyers
                    @; Use mailmerge disk # 22


SAVING TEXT -

To save files to disk, use the <BREAK> "S" command.

```
 CHAPTER1:1            SAVEs to drive 1
 CHAPTER2/COP:2        SAVEs to drive 2
 CHAPTER2,A            SAVEs in ASCII to drive 0
```

SCREEN WIDTH -

The screen width can be set from 10 to 255 columns.
The large widths are available for graphics or wide paper
printing.  The command is <BREAK> "W" to set the width, and
the default is 64.

SHIFT ZERO -

This command inserts underline characters in the text
and is primarily for the generation of forms.

SIZE -

To change the character sizes in your text, use the SZ
command.  For Okidata:

```
        SZ = 1 <-- Condensed  --> 132 per line
        SZ = 2 <-- Regular    -->  80 per line
        SZ = 3 <-- Exp. Cond. -->  64 per line
        SZ = 4 <-- Expanded   -->  40 per line
```

SORTING LINES -

AUXILIARY EDITOR:  Position the cursor at the point you
want to begin sorting and press <BREAK> "S" + ("A" for
ascending or "D" for descending).  The sort is performed
from the cursor to the first page feed.

```
        Before -                After -

            FRANK                   ADAM
            MARY                    FRANK
            ADAM                    HENRY
            HENRY                   MARY
```

SYSTEM STATUS -

To find out important information about the cursor and
system status, press CONTROL "S".  This command provides
the following information:

```
        screen width    ASCII code under cursor
        lines used      column of cursor
        lines left      line of cursor
```

TABS -

To set tabs in CopyArt, use the CONTROL "T" command.
You will see the TAB SET on the white bar.  To kill a tab,
position the cursor over it and press CONTROL "K".  To

tab the cursor to the next tab stop, use CONTROL "-->".

UNDERLINING -

        Put the cursor at the position where underlining is to
begin and press CONTROL "X".  Next, move the cursor to the
point that underlining is to end and press CONTROL "X"
again.